AL.1.420

CANADIANA
SEP 15 1987

CAREER INFORMATION CATALOGUE 1986-87

Alberta
MANPOWER

Digitized by the Internet Archive
in 2014

https://archive.org/details/careerinfo86_87

CAREER INFORMATION CATALOGUE 1986-87

Additional copies of this Catalogue are available, free of charge, from:

Career Information Services
Alberta Manpower
201 Sun Building
10363 - 108 Street
Edmonton, Alberta, Canada
T5J 1L8

PLEASE STOP AND READ

EXISTING SUBSCRIBERS .....

DO YOU WANT TO CONTINUE RECEIVING THIS CATALOGUE?

If **yes**, please complete the form below and return it by **August 31, 1986**. Sorry, but unless we hear from you, your name will be removed from our mailing list.

NEW SUBSCRIBERS .....

Are welcome at any time. Just send us your name and address on the form below.

CHECK ONE:

PLEASE CONTINUE SENDING ☐ ADD ME TO THE MAILING LIST ☐
TO RECEIVE THE CAREER INFORMATION CATALOGUE

Name _____

Position Title _____

Company/Institution _____

Address _____

City/Town _____

Province/State _____

Postal/Zip Code _____

MAIL TO:

Career Information Services
Alberta Manpower
201 Sun Building
10363 - 108 Street
Edmonton, Alberta, Canada
T5J 1L8

CONTENTS

Ordering Information

- Alberta Residents 01
- Out of Province Residents 02

Publications

- Career Planning 03
- Education 08
- Occupations 10

Posters 12

Audiovisuals 14

In the Works 18

Order Forms

- Alberta Residents 21
- Out of Province Residents 25

ORDERING INFORMATION ALBERTA RESIDENTS ONLY

PUBLICATION ORDER FORMS

Two perforated publication order forms are located at the back of this Catalogue. Please use the order forms provided, listing full titles or code numbers and quantities required. Mail your completed order to the address on the front of the form.

ORDERING QUANTITIES

All material listed in this Catalogue are available **free of charge to Alberta career counselling practitioners.** To make most effective use of the quantities available, we request that your orders truly reflect the needs of your agency or organization. We have starred (*) those items which can be ordered in **reasonable quantity** for student/client use. Those items not starred are made available to counsellors only. Orders may have to be reduced if adequate quantities are not available.

We have made arrangement with the **School Book Branch**, Alberta Education to sell many of our materials at a nominal fee. In the event that we have to reduce your original order, we will send you a price list with the appropriate ordering information. You can then place orders for additional copies with the **School Book Branch.**

AUDIOVISUAL LOANS

An Audiovisual Loan Form is located on page 19, directly following the descriptive listing of our audiovisuals. Audiovisuals are available on a **two-week loan basis.** When ordering, please include the appropriate video or film format and the preferred date required. To ensure receiving an audiovisual when you want, please order as far in advance as possible. Audiovisuals returned by mail must be insured with the Canada Post Corporation. Borrowers are responsible for the replacement cost of any uninsured items lost in the mail.

Videocassette dubs of programs marked with a (#) are available to **Alberta educational institutions** from ACCESS Alberta, Media Resource Centre, 295 Midpark Way S.E., Calgary, Alberta T2X 2A8. Non-educational institutions and agencies interested in obtaining copies of any of these programs should contact Career Information Services to discuss dubbing arrangements.

ALBERTA RESIDENTS ONLY

ORDERING INFORMATION OUT-OF-PROVINCE RESIDENTS ONLY

ORDER FORMS

Two perforated order forms are located at the back of this Catalogue. Please use the order forms provided, listing full titles or code numbers and quantities required. In the case of audio-visual materials, include the appropriate video format.

PAYMENT

Orders should be accompanied by a cheque or money order for the correct amount made payable to the **School Book Branch**. Purchase orders will be accepted from recognized government departments and educational institutions.

Orders and payment should be directed to:

School Book Branch
Alberta Education
10410 - 121 Street
Edmonton, Alberta, Canada
T5N 1L2
Phone: (403) 427-2767

OUT OF PROVINCE RESIDENTS ONLY

PUBLICATIONS

KEY

The following classification code has been used throughout the publication to assist you in making appropriate selections.

C = for counsellors, teachers, and career practitioners.
ES = suitable for elementary school classes.
G = of general interest.
JH = suitable for junior high school classes.
SH = suitable for senior high school classes.
SP = for special interest groups.
(*) = available in reasonable quantity for students, clients.
(*) = video dubs available to Alberta educational institutions through ACCESS.

CAREER PLANNING

CAREER DEVELOPMENT NEWS (newsletter, 3 issues/year, 6 pp.). A triannual newsletter keeping counselling practitioners informed of programs, services, and resources available in Alberta in the career planning field. Printed in January, May, and September. C. **For Alberta Residents Only.**

DIRECTIONS FOR THE FUTURE (booklet, 1982, 26 pp.). Illustrated with black and white film frames, this booklet relates the steps in career planning to the making of a movie with the individual cast as scriptwriter, director, and actor. The career planning process develops as follows: Scene 1 - Focus on You; Scene 2 - Focus on Occupations; Scene 3 - Focus on the Future. SH, G, (*).

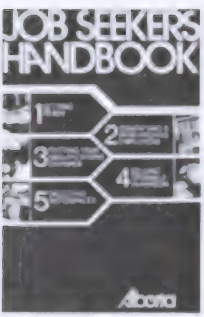
$1.00/copy

(THE) GREAT BALANCING ACT (booklet, 1982, 12 pp.). A booklet that discusses the importance of striving for a healthful balance between work and leisure. G. [*].

$.50/copy

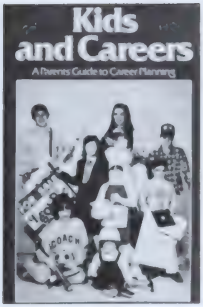
GUIDE TO SETTING UP A CAREER RESOURCE CENTRE (booklet, 1985, 37 pp.). A guide book for organizations (from schools to career counselling centres to community groups) interested in developing Resource Centres that specialize in career planning materials. Topics covered include: materials to be included, staffing, physical set-up and furnishings, obtaining and organizing career materials, promotional activities, and computerization. A list of basic career planning resources and their ordering addresses are also provided. C.

$5.00/copy



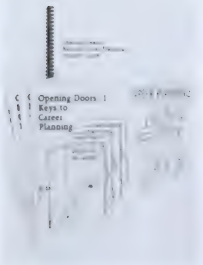
JOB SEEKERS HANDBOOK (booklet, 1982, 36 pp.). Provides guidelines for job goal setting; finding job openings; writing letters, resumes, and application forms; and handling interviews. G. New Edition available Fall 1986.

$1.00/copy



KIDS AND CAREERS (booklet, 1984, 32 pp.). A guidebook for parents. Traces a child's development from pre-school through high school and discusses parents' influence on their children's attitudes and decisions about career planning. The book also describes how parents can broaden their children's interests, aptitudes, skills, and values; and how they can teach decision-making skills. With fast-flowing, easy-to-read text, cartoons and illustrations, and quick quizzes and tip sheets, this booklet is ideal for all parents who want to help their children make satisfying career decisions. G.

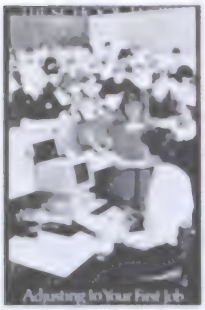
$1.50/copy



OPENING DOORS: KEYS TO CAREER PLANNING (4 booklets, 1982, 24/16/10/16 pp.). Four booklets of self-directed exercises that go through a step-by-step method of making and implementing career decisions. The booklets are self-descriptively sub-titled: What Do You Want?, Exploring Your Options, Deciding, and Action Planning and come packaged as a set. Intended for individual of group use. May be used with the video series of the same name (see **AUDIOVISUALS,** p. 16) or on their own. HS, G.

$3.00/set

PEOPLE IN TRANSITION SERIES. This four-booklet series helps individuals develop a better understanding of the major work-related changes they may face in their lives — first job, workforce re-entry, midlife career change, and unemployment. Through the use of dramatic scenarios, the emotional aspects of making the change are discussed in terms of a three-stage adjustment process that involves accepting change, letting go, and making a new beginning. Factors that influence our abilities to cope are examined, along with suggestions for easing the transition experience. Each booklet is sold separately and described below.



THE SCHOOL-WORK CONNECTION (booklet, 1984, 40 pp.). Through the experiences of several young people who are starting their first jobs, this booklet looks at the issues that are part of adjusting from school to full-time work — fitting in, being responsible, having realistic expectations about work, making the most of a job, and others. SH, G.

$1.50/copy

WOMEN AT WORK (booklet, 1984, 36 pp.). Susan, a thirty-two year old single parent, is forced back into the workforce after being years at home. Her experiences in readjusting to the workforce and learning to cope with the dual responsibilities of home and work provide an opportunity to examine the issues and concerns faced by re-entry women — lack of confidence, feelings of guilt and self-doubt, the temptation to try to be "Supermom," and others. G.

$1.50/copy

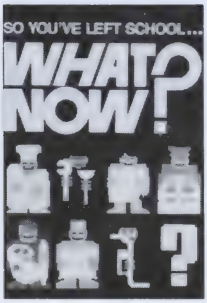
CHANGING COURSE MIDSTREAM
(booklet, 1984, 40 pp.). Forty-four year old Paul leaves the plant manager's job he's had for years to try his hand as a reporter, something he's wanted to do for a long time. His experiences provide the vehicle for examining issues pertinent to midlife career change — self-doubts and insecurities, personal challenges, renewed interests, financial concerns, and others. G.

$1.50/copy

LIFE WITHOUT WORK. IS THERE ANY?
See **IN THE WORKS,** p. 20

SO WHAT'S AN ENTREPRENEUR ANYWAY? (booklet, 1985, 16 pp.). A booklet introducing young people to the concept of entrepreneurship as a viable career option. It helps people identify their potential as entrepreneurs and directs them through the first vital steps - from writing business plans to finding financing and setting up a business.

$2.00/copy



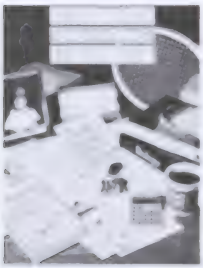
SO YOU'VE LEFT SCHOOL ... WHAT NOW?
(booklet, 1984, 36 pp.). A brightly-colored, lively, illustrated booklet that introduces young people to career planning and job search techniques. Though aimed primarily at those who have left (or are intending to leave) school before obtaining a high school diploma, this booklet is also appropriate for the larger student audience. Through the use of a video game motif, the booklet relates interests to types of work; describes some 180 jobs open to those without a high school diploma; offers job seeking and keeping tips; describes options for further education/training, and sets down simplified goal setting steps. JH, SH.

$2.00/copy

STAY AHEAD WITH A GOOD ATTITUDE (booklet, 1984, 40 pp.). A booklet containing articles, tipsheets, photos, and cartoon illustrations which encourages the development of good work habits and positive attitudes toward work and life. It explores such issues as: is there a dream job, why people work, how to work more effectively and get along with others, and the need to balance work and leisure in one's life. SH, G.

$1.50/copy

EDUCATION



THE ADULT BACK TO SCHOOL BOOK. (book, 1986, 58 pp.). A book for adults considering returning to school. It discusses the challenges, opportunities and barriers (both psychological and practical) to returning, and suggests ways to overcome or cope with the barriers. Topics covered include: advantages of being an adult student, the wide variety of available educational options, coping with the educational system, changing roles, building support systems, arranging child care, time management, finances, and effective study. C, G.

$3.50/copy

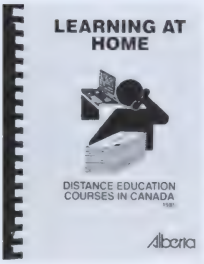
ALBERTA'S APPRENTICESHIP PROGRAM (booklet, 1985, 82 pp.). A description of Alberta's apprenticeship system and how to become an apprentice. Describes the designated trades, entrance requirements and apprenticeship training. Revised biennially. C, G.

$3.00/copy

APPRENTICESHIP OPPORTUNITIES (pamphlet, 1985). A short description of how Apprenticeship works in Alberta and how to become an apprentice. The Apprenticeship trades are listed in chart form, along with a short decision, length of apprenticeship, number of training weeks, and minimum education requirements. SH, G. (*).
Available to Alberta Residents Only.

IT'S ABOUT TIME (booklet, 1986. 69 pp.). Provides an introduction to career planning, describes Alberta's post-secondary institutions and student financial assistance programs and presents, in chart form, the major educational programs offered in the province. Revised biennially. SH, G.

$1.50/copy



LEARNING AT HOME (book, 1985. 331 pp.). A comprehensive listing of correspondence courses offered by Canadian public educational institutions and professional organizations, as well as those private schools licensed to operate in Alberta. Courses are grouped by subject area and individually indexed at the back. Listings include course title, offering institution, entrance requirements, credits granted, and cost. Also included are addresses and telephone numbers of institutions listed in the book. Revised biennially. C, G.

$10.00/copy

POST SECONDARY EDUCATION PROGRAMS (booklet, 1984, 302 pp.). A directory of all education programs offered at private and public post-secondary institutions and schools in Alberta. Organized with tabbed dividers by related program subject area, the listing includes the name of each program, name and address of offering institution, length of program, credential awarded, and entrance requirements. Revised biennially. C, SH, G. New edition available Fall 1986.

$10.00/copy

OCCUPATIONS

EXPLORING OCCUPATIONS (monograph, 1984, 4 pp.). A two-color monograph with cartoons explaining how to gather useful information about occupations to make suitable career decisions. The monograph explains how to develop an initial list of possible occupations to explore, gives questions to ask about each occupation, and tells where and from whom you can find the answers.

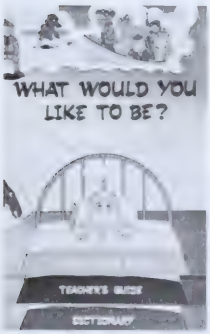
$.50/copy

OCCUPATIONAL PROFILE PACKAGES A series of occupational information sheets (profiles) grouped in related fields. Each one or two-page profile is CCDO coded and features a single occupation. Alberta-specific information is included on: the nature of the work, working conditions, educational and personal qualifications, employment and advancement opportunities, salary levels, and sources of additional information. Profile packages are revised regularly; current publication dates are indicated in parentheses behind each package title below. Packages are three-hole punched for easy use in a binder. Colored and labelled tab dividers are included. Binders are not included. SH, G.

Packages are individually priced as noted below:

- AGRICULTURE (1982, 40 profiles) $4.00
- AIR TRANSPORT (1984, 6 profiles) $2.00
- CLERICAL (1982, 32 profiles) $4.00
- DESIGN (1984, 7 profiles) $2.00
- FINANCE (1986, 14 profiles) $2.00
- HEALTH (1982, 42 profiles) $4.00
- NATURAL RESOURCES MANAGEMENT (1981, 10 profiles) $2.00
- OFFICE AUTOMATION (1985, 18 profiles) $4.00
- OIL AND GAS (1985, 26 profiles) $4.00
- RADIO AND TELEVISION (1984, 7 profiles) $2.00
- RECREATION AND SPORT (1983, 13 profiles) $2.00
- SERVICES (1982, 20 profiles) $4.00
- SOCIAL SERVICES/SCIENCES (1982, 43 profiles) $4.00
- TEACHING (1985, 9 profiles) $2.00
- WRITING (1984, 6 profiles) $2.00

We'd like to hear from you if you have any requests for profile development in occupational fields we haven't tackled yet.



WHAT WOULD YOU LIKE TO BE? An occupational awareness program designed for elementary school children. The components include a:

COLOURING BOOK (booklet, 1980, 64 pp.). Contains cartoon pictures with rhyming alphabetical descriptions of 121 occupations. ES. $ .50/copy

DICTIONARY (booklet, 1981, 28 pp.). Describes briefly the duties and qualifications of occupations described in the coloring book. ES. $1.00/copy

TEACHER'S GUIDE (booklet, 1981, 22 pp.). A guidebook for elementary teachers in the use of the video, colouring book, and dictionary in a career awareness program. C. $1.00/copy

VIDEO (see **AUDIOVISUALS**, p. 16)

POSTERS

CAREER AWARENESS POSTERS - A variety of brightly coloured posters depicting different career planning themes. Entertaining, inspirational, instructional - there's something for everyone. Suitable for classrooms, counsellors' offices, or career planning workshops. Posters are typically 43 x 55 cm, in dimensions. ES, JH, SH, G.

$2.00/poster

WHEN ORDERING, PLEASE IDENTIFY THE POSTERS BY CODED NUMBER.

P2

P3

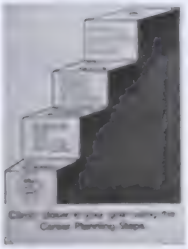
P4

P6

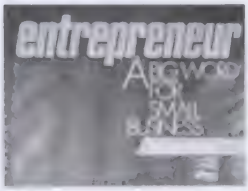
P7

P9

P10

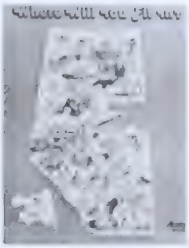


P11

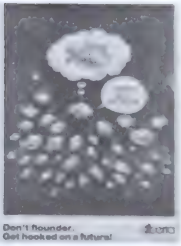


P12

P13



P14



P15

P16

P17

P19

*P20

*P21

*Alberta Residents Only

P22

OCCUPATIONAL POSTERS - A set of 18 glossy burgundy posters, each featuring occupational titles from the CCDO Major Groups (eg. Forestry and Logging, Social Services, Processing, etc.). Each poster measures 32 x 94 cm. SH, G.

$8.00/set of 18 posters

AUDIOVISUALS

THE ENTREPRENEUR (23 minutes, 1985)

This video takes a fresh look at starting your own business as a viable career option. The film's starring entrepreneur is 27-year old Gerry Hughes who conceives the idea for his company, Western Gourmet Foods, and with hard work and determination, builds it up to a success. His story unfolds during the course of a high-school reunion where his friends are initially skeptical but finally impressed by Gerry's accomplishments.

The Entrepreneur is targeted at young adults, aged 18 to 30, who may possess entrepreneurial potential but have not seriously considered self-employment as an option open to them. Though educational in nature, the film entertains its audience with humor, fast pacing, and original pop music from current recording artists.

Available in ¾" videocassette, ½" VHS, and Betamax formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM. **Outside of Alberta please send order to: Magic Lantern Film Distributors, 136 Cross Ave., Oakville, Ontario L6J 2W6 OR #7, 11771 Horseshoe Way, Richmond, B.C. V7A 4V4.**

GIVEN THE CHANCE (19 minutes, 1980)

Dramatizes a Native person's experiences with job-hunting in the city. Interspersed throughout are recollections of Natives who have successfully found employment. Interviews with two employers shed light on ways that the traditional recruitment methods can be altered without sacrificing quality in order to "screen in" rather than "screen out" applicants.

Excellent training video for employment counsellors, personnel staff, government officials, or other professionals working with Natives. May also be used in workshop settings with Native client groups. SP

Available in ¾" videocassette, ½" VHS, and Betamax formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM.

Each video $85.00

GOING BACK: ADULTS RETURNING TO EDUCATION
(24 minutes, 1983)

Winner of three AMPIA (Alberta Motion Picture Industry Association) awards for: Best Script (Dramatic); Best Motivational Film, and Best Actor (Dramatic).

This video features George, a 50-year old warehouse supervisor, whose company is bringing in computers. Feeling anxious and afraid, he realizes he needs re-training and finds himself in a computer camp for kids. In this entertaining and often humorous video production, George overcomes the barriers to "going back to school" which many adults face.

Many men and women who have been out of school for several years experience societal and emotional barriers to getting further education, whether they want to obtain a business administration degree or take evening art classes. This video explores those barriers, shows how they can be overcome, and aims to motivate adults to take the first step. G.

Available in ¾" videocassette, ½" VHS, and Betamax formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM. **Outside of Alberta please send order to: Magic Lantern Film Distributors, 136 Cross Ave., Oakville, Ontario L6J 2W6 OR #7, 11771 Horseshoe Way, Richmond, B.C. V7A 4V3.**

MAKING IT WORK (15 min., 1986)

This video is the story of Joan, Geoff, and Randy and their reaction and adjustments to the world of work. Through a number of dramatic vignettes the characters reveal how attitudes affect their jobs and relationships with co-workers. In a humourous, fast-paced manner the video looks at employer-employee expectations, mentoring, recognizing skills, and the importance of maintaining a positive attitude.

Available in ¾" videocassette, ½" VHS, and Betamax formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM.

Each video $85.00

OPENING DOORS: KEYS TO CAREER PLANNING
(video series, 1982)

This nine-part video series deals with the basic concepts of career planning and job search, as well as some of the motivational and emotional aspects.

A family reunion serves as the dramatic device that illustrates the career planning concerns faced by people of various ages, and shows how career planning can be applied to different kinds of career decisions. In program 1, Walter and Elizabeth Grainger welcome their family back to the farm for a week-long reunion. Different characters are featured in each videotape, but the main characters are:

- J.P. who is in the midst of planning a mid-career change;
- Sherri who must decide what to do after graduating from high school;
- Anne, a high school counsellor;
- Guy who wants to change jobs; and
- Linda who must re-enter the work force after an absence of eight years.

The series develops as follows:

Program 1: **Why Plan Your Career?** (15 minutes) illustrates how career planning can be an effective way of dealing with change, both expected and unexpected, and how it can give the individual a greater sense of control over his/her career.

Program 2: **How to Plan Your Career** (10 minutes) defines the terms "job", "occupation", and "career"; illustrates different kinds of career decisions, and gives an overview of the career planning process.

Program 3: **What Do You Want?** (10 minutes) deals with gathering self-information and defining career goals.

Program 4: **Exploring Your Options** (13 minutes) deals with discovering as many career options as possible that relate to the career decision being made, and gathering information about each option.

Program 5: **Career Planning Creatively** (10 minutes) illustrates how career planners don't always have to accept their career options as they currently exist — it is possible to create new ones.

Program 6: **Choosing Your Best Options** (11 minutes) shows how emotions play an important role in career planning, and how to deal with problems people commonly encounter when they are making career decisions.

Program 7: **Action Planning** (11 minutes) explains how to translate plans into action and gives tips on how to carry out an action plan on schedule.

Program 8: **Looking for a Job** (12 minutes) looks at dealing with emotional factors often associated with the job search, and outlines the career planning steps as they relate to job hunting.

Program 9: **The Job Interview** (15 minutes) emphasizes the importance of thorough preparation and appropriate behaviours during the job interview.

Programs may be used collectively as a series, or individually. A guide outlining program objectives and content accompanies each order. Four companion workbooks are also available and are described on page 5.
SH, G, #

For convenience, the series is dubbed on three one-hour tapes, each tape containing three programs. The series is available in ½" videocassette, ¾" VHS, and Betamax formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM.

(9 programs plus program guide $300.00)

Note: For those wishing ro preview the series, a 12-minute overview is available for free on a two-week loan basis. Please order the preview video (specifying the required video format) through the Career Services Branch (address on inside cover).

WHAT ARE YOU GOING TO DO? (24 minutes, 1982)

Looks at the wide range of post-secondary educational opportunities available in Alberta. This audiovisual introduces viewers to the province's institutions - universities, public and independent colleges, technical institutes, and vocational centres — and briefly looks at some of their programs. Excellent overview for schools, institutions and agencies who have students Alberta-bound for further study. SH, G, #.

Available in ¾" videocassette, ½" VHS, and Betamax formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM.

Each video $85.00

WHAT WOULD YOU LIKE TO BE? (9 minutes, 1980)

An animated video narrated in rhyme which introduces 121 different occupations. The occupations are arranged alphabetically ("Would you like to be an actor and act on a stage? Or an animal trainer and work in a cage?") and are represented, wherever possible, by animals whose names begin with the same letter as the occupation. Designed for elementary school children, it has proven entertaining for all ages. May be used alone or in conjunction with the companion print materials described on page 11. ES, JH, #.

Available in ¾" videocassette, ½" VHS, and Betamax formats. PLEASE SPECIFY THE REQUIRED FORMAT IN THE TITLE COLUMN OF THE ORDER FORM.

Each video $70.00

PLEASE NOTE: Unless otherwise indicated, preview copies of videos are not available.

IN THE WORKS

Each year **Career Information Services** introduces new print and audio-visual career planning resources useful for people of all ages and stages of career development. We look to you, the counselling practitioner, to identify the most pressing information needs of your clients/students as they plan and prepare for the work-related transitions in their lives — school, training, work, and retirement. Please write to **Career Information Services** (address on inside cover) with any project suggestions you have. We will give every suggestion our utmost consideration.

The following projects (working titles only) are currently being researched or are in production. Expect to receive an announcement of their availability in the coming year.

CAREER PLANNING IN A NUTSHELL. A thirty-page walk through of the career planning process, introducing readers to career planning basics; determining your individual values, strengths, and abilities; the how-to's of exploring various career options; and learning how you can best match yourself to a satisfying occupation. G. Available Fall 1986.

CAREER PLANNING FOR LOW READING LEVEL ADULTS. A booklet written at a Grade 5 or 6 reading level addressing the job seeking and career planning concerns of adults with underdeveloped reading and writing skills. Using brief stories and questionnaires, the booklet is designed to make career planning and job seeking information accessible to this particular group. Available Summer 1986.

LIFE WITHOUT WORK. IS THERE ANY? The fourth booklet in the **People in Transition** series looks at the transition from "work" to "no work." Whether unemployment lasts six months, a year, or longer, unemployed people experience many of the same personal, emotional, and financial concerns. Being unemployed is a condition that must be dealt with until work becomes a part of life again. This booklet looks at the changes brought about by unemployment, provides an understanding of the process involved in coming to terms with being unemployed, discusses issues of particular significance to the unemployed, and offers some suggestions for easing the transition experience. Available Summer 1986.

AUDIOVISUAL LOAN FORM

ALBERTA RESIDENTS ONLY

Mail to: CAREER INFORMATION SERVICES
Alberta Manpower
201 Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

Telephone 422-1794

SHIPPING INSTRUCTIONS Date _____

Please send to:

Name _____

Position Title _____

Company/Institution _____

Address _____

City/Town _____

Province _____

Postal Code _____ Telephone _____

ALBERTA RESIDENTS ONLY

Order Form on Reverse Side

Please read the Audiovisual Loans section at the front of the Catalogue. Be sure to include the audiovisual format and date required with your request.

Title	A.V. Format	Date Required

Want an audiovisual for a specific date? Give us as much advance notice as you can.

PUBLICATION ORDER FORM

ALBERTA RESIDENTS ONLY

Mail to: **CAREER INFORMATION SERVICES**
Alberta Manpower
201 Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

Telephone 422-1794

SHIPPING INSTRUCTIONS Date _____

Please send to:

Name _____

Position Title _____

Company/Institution _____

Address _____

City/Town _____

Province _____

Postal Code _____ Telephone _____

ALBERTA RESIDENTS ONLY

Request Form on Reverse Side

Please be sure to give correct title or code number as listed in the Catalogue.

Title or Code Number	Quantity

Career Information Services reserves the right to reduce quantities ordered.

PUBLICATION ORDER FORM

ALBERTA RESIDENTS ONLY

Mail to: **CAREER INFORMATION SERVICES**
Alberta Manpower
201 Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

Telephone 422-1794

SHIPPING INSTRUCTIONS Date _____

Please send to:

Name _____

Position Title _____

Company/Institution _____

Address _____

City/Town _____

Province _____

Postal Code _____ Telephone _____

ALBERTA RESIDENTS ONLY

Request Form on Reverse Side

Please be sure to give correct title or code number as listed in the Catalogue.

Title or Code Number	Quantity

Career Information Services reserves the right to reduce quantities ordered

ORDER FORM

OUT OF PROVINCE ONLY

Mail to: **SCHOOL BOOK BRANCH**
Alberta Education
10410 - 121 Street
Edmonton, Alberta, Canada
T5N 1L2

Phone: (403) 427-2767

SHIPPING INSTRUCTIONS Date _____

Please send to:

Name _____

Position Title _____

Company/Institution _____

Address _____

City/Town _____

Province/State _____

Postal/Zip Code _____ Telephone _____

OUT OF PROVINCE ONLY

Order Form on Reverse Side

Please be sure to give full description of titles required as listed in the Catalogue.

Quantity	Code (Office use)	Title	Unit Price	Total

Total _____

I enclose a cheque/money order in the amount of $ _____

ORDER FORM

OUT OF PROVINCE ONLY

Mail to: **SCHOOL BOOK BRANCH**
Alberta Education
10410 - 121 Street
Edmonton, Alberta, Canada
T5N 1L2

Phone: (403) 427-2767

SHIPPING INSTRUCTIONS Date _____

Please send to:

Name _____

Position Title _____

Company/Institution _____

Address _____

City/Town _____

Province/State _____

Postal/Zip Code _____ Telephone _____

OUT OF PROVINCE ONLY

Order Form on Reverse Side

Please be sure to give full description of titles required as listed in the Catalogue.

Quantity	Code (Office Use)	Title	Unit Price	Total

Total _____

I enclose a cheque/money order in the amount of $ _____

Printed March 198